



TOWN OF LAKE PARK
Community Development Technician

Under the general supervision of the Community Development Director, receives, logs and distributes front counter applications, and checks and reviews permit applications and supporting documentation for proper form, sufficiency of information, and conformance with application standards. Calculates and verifies valuations and fees, and processes receipt transmittal forms. Tracks applications from submission until approval and routes plan checks to appropriate personnel, and issues permits as authorized by the Building Official and the Community Development Director. Performs front counter customer service duties including answering telephone calls and referring customers to appropriate Community Development Department staff. Prepares departmental correspondence as needed. High School Diploma or GED, supplemented by two (2) years of responsible secretarial/customer service experience, or an equivalent combination of education, training and experience plus the ability to access, operate and maintain various computer software applications, including Microsoft Office, are required. Public sector experience is preferred. Must have excellent customer service skills and must possess and maintain a valid Florida drivers' license. **Pay Range: \$14.05 to \$23.36 per hour. Deadline for Receipt of Applications: November 20, 2014 or until the position is filled.**

Applications may be obtained from and must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax. Phone: 561-881-3300. **An Equal Opportunity Employer.**